



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date Dec. 29, 1976	1. Agency Address Office of Planning & Budget Executive Division - Room 611 270 Washington Street, S. W. Atlanta, Georgia 30334	Application Number 77-49	
Application Number		Date Received JAN 4 1977	Date Completed JAN 24 1977
2. Person to Contact Mary Crawford		Working Title Secretary IV	Telephone Number 656-3820
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973	Latest 1974	5. Records Series Title (followed by title used in office, if different) Executive Division Legislation Analysis File (General Assembly)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Executive Division - Executive Division is responsible for the preparation of long-range recommendations for the orderly and coordinative growth of the State and for the analysis of the quality and quantity of State services. The Division also works to coordinate and harmonize the planning activities of all federal programs, State agencies, local government units and private organizations within the State. Activities which facilitate this general mission are identification of issues and problems confronting planners action as liaison between all planning units, local, State and federal; and provision of advice and assistance services to the Governor and the General Assembly concerning State needs and trends of development.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Analyzing proposed legislation as requested by the Office of the Governor. copies of selected legislation and analyses (Legislation Analysis Form).	
File is arranged: Bill Number			
8. Monthly Reference Rate One to six months old <u>10</u> ; twenty-five months and older _____?		How often are records referred to which are: Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>2</u> ;	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>4</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Two Session of the General Assembly

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other 2-year session of the then, General Assembly;

☒ Hold in the current files area _____ month(s) 1 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Implementation Instructions: upon preparing records for retirement to the Archives withdraw and destroy all copies of Bills and Resolutions.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>W. Braseffton</i>	1/3/77	<i>W. Braseffton</i>	1/3/77
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	1-20-77
		Secretary of State/Designee	1-17-77
		Attorney General/Designee	1-21-77